

City of Blue Lake  
City Council  
Skinner Store – 111 Greenwood Rd. – Blue Lake  
July 24, 2018  
Regular Council Meeting

The meeting was called to order at 7:01 p.m.

Councilmembers Present: Adelene Jones (Mayor), Bobbi Ricca (Mayor Pro-Tem), Summer Daugherty, Elizabeth Mackay

Councilmembers Absent: None (1 vacancy)

Staff Present: City Manager Amanda Mager, City Clerk April Sousa

**Approve Agenda**

Mackay/Daugherty *motion to approve the agenda as stated.* The motion carried unanimously.

**Public Input**

None

**Recommendation from Blue Lake Economic Development Commission: Staffing Position**

Michael Jewell, Economic Development Commission Chair, spoke to the Council regarding a recommendation for an additional Staff Position to help with Economic Development in the city. A draft job description and budget was presented to Council. Council gave suggestions for the job description, such as highlighting the educational requirements.

Mackay/Daugherty *motion to direct staff to develop a final job description and budget for an Economic Development Planner and bring back to Council for final consideration.* The motion carried unanimously.

Council also asked for the fiscal numbers of the Fund Balance in the Power's Creek District Fund, since this is tied to the budget proposed for this staffing position.

**Discussion regarding Commercial Kitchen in Prasch Hall**

The City Manager gave an overview of this item, stating that there is an interest for incubator and small businesses needing a commercial kitchen. City Manager Mager noted that an online survey was completed and there were 15 responses of people who would be interested in a commercial kitchen space in Blue Lake.

Questions were raised about the reserve fund requirements and the budget for such a project was discussed.

Daugherty/Ricca *motioned for staff to further analyze the development of a commercial kitchen at Prasch Hall and bring back to Council a final project for consideration.* The motion carried unanimously.

**Consent Agenda**

Item e: Updated planning applications, were pulled from the consent agenda.

Ricca/Mackay *motion to approve the Consent Agenda items:*

- a. Minutes from June 26, 2018,*
- b. Agreement for Engineering and Planning Services with SHN, Inc,*
- c. Agreement for Bus Transportation Services with Blue Lake Rancheria*
- d. Grant Application with United States Department of Agriculture Rural Business Development Grant Program.*

The motion carried unanimously.

**Planning Applications**

The planning applications were discussed. The reasons for why there is a Pre-Application and an Application for the process was also discussed. The City Manager gave an overview of what the current process was. Ideas were discussed about how to change the pre-application or eliminate it completely.

Direction was given to staff to discuss the application with the City Planner and bring back for Council consideration.

**Reports of Council and Staff**

Daugherty – Nothing

Ricca – Reported on the Redwood Coast Energy Authority Meeting.

Jones – Reported on the Humboldt County Association of Governments meeting and noted that the City Wide Yard Sale will be August 18 and that the next Chamber Mixer will be at Jewell Distillery on August 8.

Mackay – Reported on the Economic Development Commission Meeting and the Blue Lake Fire Department meeting.

City Manager – Gave an overview of her written report. Council asked if she could change the format to consist of simple paragraphs instead of the chart.

**Future Agenda Items**

- Planner Forms
- Cannabis Ordinance and Information regarding How to Modify
- Planning Commission appointments

**Correspondence**

None

**Adjourn**

Daugherty/Mackay *motioned to adjourn*. The motion carried unanimously. Meeting adjourned at 9:08 p.m.

April Sousa  
City Clerk